

## *Vacancy Details*

<b>Personnel Notice:</b>	111-15
<b>Date Announced:</b>	10/01/2015
<b>Closing Date:</b>	10/12/2015
<b>Command:</b>	NAVAIR
<b>Grade:</b>	GS-11/12/13
<b>Type:</b>	Assistant Counsel

There is an anticipated vacancy for a civilian personnel law attorney within the Office of Counsel, Naval AIR Systems Command (NAVAIR). This position will be located at NAVAIR Headquarters. NAVAIR is located on the Patuxent River Naval Air Station, on the shores of the Chesapeake Bay and within 60 miles of Washington, Baltimore, and Annapolis. Locality pay at Patuxent River falls within the Washington-Baltimore area. For more information about NAVAIR, see <http://www.navair.navy.mil/>.

NAVAIR HQ Office of Counsel is composed of approximately 50 attorneys practicing law in the areas of federal procurement (with an emphasis on major weapon systems acquisition), environmental, intellectual property, civilian personnel, and the Freedom of Information/Privacy Act, and government ethics. NAVAIR is responsible for the development, acquisition and maintenance of aircraft, aircraft systems, weapons and support systems.

The successful candidate will be expected to provide advice and representation in the area of civilian personnel law, including matters pertaining to the Equal Employment Opportunity Commission and the Merit Systems Protection Board. In addition to representing the agency in CPL litigation, the incumbent will provide pre-litigation advice and services on matters involving EEO programs, such as Reasonable Accommodation, in addition to matters pertaining to employee performance and discipline. The successful candidate also will be expected to provide advice in other practice areas, such as ethics/standards of conduct. Additional duties may include advice and guidance in the areas of Government Contracts, fiscal law, environmental law, and Freedom of Information Act/Privacy Act matters.

This position will be filled under the General Schedule (GS) pay system, which has a full performance level of GS-15, but will be filled at the GS 11-13 level. The actual entry-level grade will depend on the qualifications of the successful applicant and funding availability. To be eligible for selection at the GS-11 level, the applicant must have at least one year of legal practice experience or, if the applicant is a recent law school graduate or has less than one year experience, the applicant must have graduated in the top one third of their law school class or present evidence of clearly superior accomplishment or achievement such as being a member of an official law review or journal, being a member of a moot court team, or membership in the Order of the Coif. To be selected at the GS-12 level, the applicant must have two years of professional relevant legal experience. To be eligible for selection at the GS-13 level, the applicant must have in excess of two years of professional relevant legal experience. Applicants will be evaluated on: (1) the depth, breadth, and quality of their relevant experience; (2) their analytical, written and oral communication skills; (3) their ability to work both independently and as part of a team; and (4) their ability to develop effective working relationships.

To be eligible for selection, an applicant must be a U.S. citizen, have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. commonwealth, U.S. territory, or the District of Columbia, and be eligible to obtain and maintain a Secret security clearance.

Interested attorneys are encouraged to contact Mr. Anthony Dowdle, Senior Associate Counsel, at 301-757-0593.

Applicants should submit a cover letter and a resume. If selected for an interview, applicants will be asked to provide two legal writing samples that demonstrate analytical and advocacy abilities (NTE 10 pages each; portions of longer work products are acceptable); two recent performance appraisals if available; and the names and telephone numbers of at least three references (other than current supervisors) who may be contacted. A client reference is encouraged. Applicants who do not want their current supervisor to be contacted should specify that information in the cover letter. Applications should be emailed to: [NAVAIR.OGC.PA-43@myteam.navair.navy.mil](mailto:NAVAIR.OGC.PA-43@myteam.navair.navy.mil) and [kimberli.bartholomew@navy.mil](mailto:kimberli.bartholomew@navy.mil).

This Personnel Notice will close at 11:59PM, EST, October 12, 2015 and applications must be received by that date to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit [www.opm.gov/veterans](http://www.opm.gov/veterans) and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:

[https://help.usajobs.gov/index.php/Reasonable\\_Accommodation\\_Policy\\_Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

Legal and Regulatory Guidance: [https://help.usajobs.gov/index.php/Legal\\_and\\_Regulatory\\_Guidance](https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

If relocation expenses are a requirement, the applicant should state their requirement for this expense in the application package. Relocation expenses may be paid, but are not guaranteed.

#### **THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**

**The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.**

**The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.**

#### **VETERANS PREFERENCE IN HIRING**

**Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.**